

Connecticut State Library

Librarian 2

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THE PAGE!

Open To: The Public
Position No.: 35044
Location: 786 South Main St., Middletown
Schedule: Full Time – Monday through Friday
Hours: 8 hour days; 40 hour workweek
Salary: \$2,321.58 bi-weekly (AR23/Step 1)
Closing Date: **February 17, 2014; 4pm – no exceptions**

The Librarian2/LSTA Coordinator is responsible for providing leadership and technical assistance in the areas of grant administration and coordination for the Library and Services Technology Act (LSTA) federal grants program. The LSTA Coordinator is also responsible for promoting the federal e-rate program to Connecticut libraries, reviews public library technology plans and works with the Division team to foster a community service environment that harnesses technology creatively to deliver information, resources and services.

Duties and Responsibilities: Provides technical assistance, administration and coordination for the LSTA grant program for Connecticut libraries; monitors and provides training and technical assistances to grant applicants and potential applicants for grant planning, writing and implementation; communicates legal, accounting, reporting and other grant management requirements to grant recipients and monitors compliance; provides leadership to Connecticut libraries through training and facilitation of target groups on fundraising, developments, grant writing and grant administrations; researches, identifies and assists in the procurement of government and private grant funding beyond LSTA to provide statewide and public library initiatives that support the goals of LSTA; serves as the first point of contact for assigned liaison public libraries; works with the Division Director and State Library fiscal representative to track expenditures and encumbrances; prepares LSTA state library report; examines new technologies and applies technology solutions to current and future grant management applications within the Division.

The preferred skills are documented experience in the following areas:
Library Services and Technology Act and associated funding processes;
Grant writing and grant management;
Methods for collecting, managing and analyzing data;
Spreadsheets and data managements;
Variety of computer software and new technologies;
Training, mentoring and working with a diverse library community;
Plan, organize and manage multiple tasks;
Interpret and apply laws, regulations and standards governing public libraries;
Establish and maintain effective working relationships with a broad range of stakeholders;
Work collaboratively as part of a team and in a changing environment;
Communicate with all parties.

EXPERIENCE AND TRAINING: General Experience: *A Master's degree in Library Science or Information Science from a library school accredited by the American Library Association AND one year of post graduate degree experience in a relevant area of professional library work.*

The official job specification may be viewed at: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=5989>

The salary plan is available at: <http://www.das.state.ct.us/HRDocs/CompPlans/AR%206%2018%202010.pdf>

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above experience and training requirements should submit **a cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>)** to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team – SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106

Confidential Fax: (860) 622-4921 (preferred method of submission)

OR

Email to DAS.HR.SMART@ct.gov MUST include Lib2 (last name) 35044 in subject line.

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities. Position filled pending clearance of SEBAC/Re-Employment lists.